

**PLEASE RETURN THIS CHECK-LIST WITH YOUR APPLICATION**

**URGENT CARE CHECK-LIST**

Please complete the KHS organizational/facility application, with applicable addendums. Upon receipt, all primary source verifications will be validated. Allow 60-120 days for completion of all primary source verifications to be completed including approval by the Physician Advisory Committee who will provide written notification of their decision and if approved, an effective date will also be provided.

\*\*Prospective applicants **should not** see any KFHC members until receipt of written notification.

Applicants are entitled to the following considerations in this application process:

- You may review information submitted to us by primary sources in support of your application.
- You may correct erroneous information other than that protected by peer review laws, references and recommendations that we receive from any of the sources we use to verify your credentials. Corrections must be submitted in writing with documentation supporting the correction. You must request the correction prior to your records being reviewed by the Practitioner Advisory Committee if the information may affect the Committee's decision regarding your participation in the network.
- Upon request, we will inform you of the status of your application prior to being finalized.

I have enclosed the following CURRENT copies of:

	YES	NO	If not enclosed, expected date
1) Clinical Laboratory License	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) City Business License	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) CLIA Certificate	<input type="checkbox"/>	<input type="checkbox"/>	_____
4) Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	_____
5) General Liability	<input type="checkbox"/>	<input type="checkbox"/>	_____
6) Accreditation Certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____
7) DHCS Medi-Cal FFS Enrollment Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	_____
8) Completed Application	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments: \_\_\_\_\_  
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